



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE HELD ON 20th AUGUST 2024

- 1. Present:** Councillors T. Walton (Chair); R. Bolton; D. Dorey; M. Tye; B. Walton
Mrs Carey (Clerk);
- 2. Apologies** Cllrs R. Davies ; N. Ingledew ; S. Roche
The apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public in attendance
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 10th June 2024 were taken as read and signed as a true record.
- 7. Matters Arising/Actions**
 - a. Parish Council Carbon Audit:** Cllr H. Parker to report on this at Full Council
- 8. Policy Matters:**
 - a. Review of Policies:** List of policies to be put on an Excel sheet with a notes column.
Some of the older policies will be reviewed at the next meeting
 - b. Combined Prepare/Resilience Plan:** Cllr R. Bolton gave a report on the Prepare/Resilience Plan and the Committee looked at the new structure. He explained that he felt the Plan should have three co-ordinators with one solar charged phone (not smart) which would rotate between them.

Suggested useful items for the co-ordinators:

- An alarm – about £23
- Radio – solar band chargeable radio with emergency channels – About £33 for 2
- Mains power battery/USB with solar panels – about £180-£200

The second tier would be street by street household leaders – in a similar way that was utilised during Covid. This could be by localised areas or situated around an asset

Places of safety would need to be identified – at the present time there are:
Rudloe MoD Nursery; Wadswick County Stores; Quarrymans Arms; P. Langley at Fiveways Junction; Gold Club; Northey Arms; Bengal Bear; Cricket Club; Selwyn Hall; Pavilion; Queens Head; Post Office; Jamies Farm

The capacity of the venue is dictated by the number of toilets available

It would appear that Rudloe would need more venues and it was agreed to ask Cllr Ingledew and Cllr Wright to discuss this at the next MoD Liaison meeting.

It was also agreed that the Clerk would speak to the Resilience Officer at Wiltshire Council to establish who would trigger/co-ordinate the emergency.

Part 3 of the Resilience Plan with list of contacts/useful people needs to be updated.

It was agreed that the Parish Council, whilst supporting Prepare/Resilience Plan should not be in their remit. It was agreed to discuss at Full Council the setting up of a Working Group to take this forward.

It was also agreed to speak to Wiltshire Council as to where the crossover was between Prepare and the Resilience Plan and whether Wiltshire Council would be involved in Prepare.

Article to be put in the Parish Magazine and on Facebook to invite more contacts/useful people.

Thanks were given to Cllr Bolton for all his hard work with this. He will write up his notes for the committee.

- c. **Model CCTV policy:** The draft policy had been circulated. It was agreed that the dates of when the information was checked would need to be added and it must reflect what is actually being done a record when this happened.. It was agreed that the draft policy would be reviewed by the Buildings Management Committee to discuss and take forward to Full Council.
- d. **Tree Policy:** The amended policy had been discussed at the Playing Fields Management Committee. It was agreed that the review of all the tree surveys should align with each other.

Recommended that the amended Tree Policy is presented to the Full Council for adoption.

9. Financial Matters

- a. **New Model Financial Regulations from NALC:** The new version of the Financial Regulations had been published by NALC and the Clerk had compared this with the existing document and the amended version was discussed. The mandatory paragraphs from the NALC document were highlighted in red. Clerk to check with the IT specialist re the back up of the Assistant Clerk's laptop and the Tablet.
A Risk Management Policy would need to be drawn up

Recommended that the revised Financial Regulations be presented to Full Council for adoption

- b. **Clerk's report for period 1.6.24 – 31.5.24/Detailed Income and Expenditure by Budget Heading**
The reports had been circulated and were agreed. Clerk to check the expenditure on PPE
- c. **Accounts for payment:** The following payments were submitted and agreed for payment:

BACS

| | | | |
|---------------------------|---|---------------------------------|---------|
| Salaries | - | | 7278.24 |
| HM Revenue & Customs | - | PAYE | 1538.31 |
| Avon Sportsground Main Co | - | BG contract | 669.50 |
| | | Materials | 94.80 |
| | | | 764.30 |
| J.H. Jones & Son | - | Cemetery Contract (inc VAT) | 816.50 |
| Castle Water | - | Car Park | 2.86 |
| SSE | - | Final Gas Pavilion | 158.30 |
| Centrewire | - | Kissing gates | 5924.40 |
| Bob Child | - | Parish Walking Map | 742.50 |
| Tree Parts Ltd | - | Removal of collapsed Beech Tree | 1776.00 |
| WALC | - | Clerk's training session | 48.00 |
| Water2business | - | Pavilion and Recreation Ground | 21.54 |
| M. Carey | - | New kettle for pavilion | 25.00 |

| | | | |
|--------------------------------|---|------------------------------|--------|
| The Fire Alarm Consultancy Ltd | - | Deposit for remedial works | 395.45 |
| Amazon UK | - | Light for BG gate | 19.99 |
| Greenwood Direct Ltd | - | Delivery of phone box parts | 165.24 |
| Corsham Property Maintenance | - | Repairs to red telephone box | 300.00 |
| LP Property Developments | - | Repairs to Pavilion door | 145.00 |
| | | | |
| <u>Direct debit</u> | | | |
| NEST | - | Pension contribution | 218.79 |
| Initial Washrooms | - | Feminine Hygiene | 36.40 |
| Hills Waste | - | Refuse collection | 397.08 |
| | | Campfest £166 recoverable | |
| bOnline | - | Office | 45.99 |
| bOnline | - | Pavilion | 35.04 |
| | | | |
| Novuna | - | Mowers Leasehire | 396.00 |
| Wiltshire Council | - | NDR Car Park | 91.00 |
| Wiltshire Council | - | NDR PFs & pavilion | 247.00 |
| Octopus energy | - | Cemetery Chapel | 20.50 |
| Octopus energy | - | Tractor shed electric | 41.36 |
| | | | |
| <u>Standing Order</u> | | | |
| Giffgaff | - | Tablet monthly plan | 8.00 |
| | | | |
| <u>Debit Card</u> | | | |
| Amazon UK | - | Mini Paint roller set | 5.97 |
| Amazon UK | - | Cleaning materials Pavilion | 77.79 |
| Englebert Strauss | - | PPE Clothing and boots | 696.96 |

- d. **To set the date for the Budget Setting Meeting:** It was agreed that this will be held on **Tuesday 19th November at 9.30 am**
- e. **Council investments:** The two fixed term deposits of £10K each had matured with total interest of £705.76. Some of this will be apportioned and added to the Hobbs Bequest. It had been agreed not to reinvest the principal as this would replace earmarked reserves which had been paid out of the general balance.
- d. **Council Bank Accounts:** The signatories for the BIBs account had been updated. The signatories for the Nationwide Account need updating and the Clerk will complete the necessary forms for this.

11. Legal matters:

- a. **Lodge:** The routine site visit report from HF Lettings had been circulated. There were no major issues
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Lease of field behind Cemetery:** This had been signed wef 1st January 2024
- e. **Wall at the Selwyn Hall:** Further letter received from the parishioners. It was agreed to send a copy of the quotation received from P. Emerson for the work to the wall and explain that this would be carried out over three phases and that the Council was building up funds for the work.

12. Items for Discussion:

- a. **Discussion of Forward Plans/Risk Assessments for Committees and how these are implemented:**
It was stated that the Forward Plan should be a working document and should be updated at each meeting and circulated.

It was proposed that the relevant Clerk updates the Forward Plan as they are doing the Minutes from the meetings and a PDF circulated to the committee members. This could be put the website. Councillors who had completed the survey on possible training had supported training on the Forward Plan and Risk Assessments

- b. **Recording of meetings:** After discussed it was **recommended** that Council meetings be recorded. It was agreed to review the existing equipment to ensure that it is suitable.
- c. **Publication of Attendance Register:** It was **recommended** that the Attendance Register be published at the end of the Council Year.
In light of the low number of Councillors attending some of the recent meetings it was agreed that the Clerk would recirculate the Protocol for recording an apology at Parish Council meetings.
- d. **Insurance:** Pre-renewal questionnaire received to be completed. Some of the valuations given for the Council's assets were incorrect and valuations need to be obtained for the Blind House, Fountain and Viewing Platform. Clerk to check the previous insurance policies re the valuations and to speak to the Insurance Company. Quotations of between £830 + vat and £2300 + vat had been obtained for carrying out the valuations.

Letter received from the Insurance Company re insurance cover for Flood Wardens with a list of questions to be answered. Clerk to forward a copy of this to Cllr Bolton.

12. Forward Plan/Risk Assessment/Capital Asset Management: Forward Plan and Risk Assessment to be updated and circulated to Committee members.

13. Correspondence:

- a. **Work to red telephone box, Henley Lane:** The work for replacing the damaged panel on the telephone box had been completed and letter of thanks received from the residents.
- b. **Application to become a Tree Warden:** Further application received. The Clerk had spoken to the Woodland Officer at Wiltshire Council who had stated that if the Parish Council take on the Tree Wardens they would have to be insured under the Parish Council's policy. If they remain with Wiltshire Council the insurance would be covered by them.

After discussion it was **recommended** that the Parish Council does **not** endorse either of the applications to become a Tree Warden.

- c. **Car Park Lighting:** Details of the work required to reinstate the light in the Car Park at a cost of between £375-£450. The lamp would be the Parish Council's responsibility and the cost of the electricity used and maintenance would be the Council's. There would be a meter inside the lamppost to record usage.
- d. **Marking of disabled bays in Car Park:** An offer had been received for the Parish Council to have excess plastic yellow paint left over from the road works to mark out the disabled bays in the Car Park. However, as the bays had not been identified at the present time it was agreed to decline the offer

14. Items of Report and future Agenda items:

- a. **EICR – Jubilee Youth Centre:** It had been established that the responsibility for the EICR at the Youth Centre lies with the Parish Council. Greenacres Electrical will provide a quote for this which could be tied in with the other EICR checks.
- b. **Fallen Beech tree – Cemetery:** It was reported that one of the large Beech trees in the Cemetery had split and fallen down onto the graves and paths. Treeparts had cut this up and cleared the work and delivered wood chippings to the Common at a cost of £1480 + vat

16. Date of next meeting: 14th October 2024

Meeting closed at 9.25 pm

Chair